



Metropolitan Nashville Planning Department

Metro Office Building
Second Avenue South, 2nd Floor
Nashville, TN 37210
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Nashville, TN 37219-630

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Downtown Code Application Cover

Please complete this cover sheet for each submittal package within DTC zoning. Applications are processed by the Planning Front Counter; three paper copies and one digital copy are required. To submit materials, please contact the Planning Front Counter to arrange transmittal of all documents and processing of any fees.

Basic Information

Project Name: _____ Date Submitted: _____

Residential Units	Hotel Keys	Office (gross SF)	Retail/Restaurant (gross SF)	Vehicular Parking

Map(s)	Parcel(s)	Land Area (in acres)

Brief Description:

Applicant Information

APPLICANT: ☐ Architect/Engineer/Consultant ☐ Optionee ☐ Property Owner ☐ Purchaser of property ☐ Leasee ☐ Other

Applicant's Name: _____

Company Name: _____

Address: _____

Email: _____

Phone: _____

Applicant's Signature: _____

Property Owner's Name: _____

Company Name: _____

Address: _____

Email: _____

Phone: _____

Applicant's Signature: _____

Property Ownership: Property owner(s) must sign all DTC applications. Failure to provide this information will deem your application incomplete and postpone your application's consideration.

Review Type

☐ Concept Plan Review (no charge)

☐ Major Modification (\$6,550)

☐ Minor Modification (\$5,900)

☐ Overall Height Modification (\$20,000 or \$40,000*)

☐ Final Site Plan (\$2,000)

☐ DTC Building Permit Review (\$1,250)

☐ Bonus Height Certification (\$450)

*If the Overall Height Modification qualifies as Tier 1, the fee shall be \$20,000. If it qualifies as Tier 2, the fee shall be \$40,000.

COMPLETED BY PLANNING STAFF

DTC Case Number(s): _____

DTC Subdistrict: _____



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Downtown Code – Minor or Major Modification Checklist

Please complete this checklist for a modification review within Downtown Code (DTC) zoning district. A Concept Plan shall be also applied for at the time that a Major or Minor Modification is requested unless the concept plan has already been submitted.

1	Letter of Purpose
	Identify the modification(s) requested including the magnitude of the deviation from a numerical standard if applicable.
	Provide a rationale for the proposed modification that indicates the urban design
	Provide an explanation of why the proposed modification complies with the intent of the DTC standard being modified.
2	Supporting Materials
	Relevant site plans
	Building elevations
	Landscape plans
	Any other relevant information needed to determine zoning compliance including site and building dimensions. Signage proposals shall include relevant drawings with dimensions, materials and lighting source indicated